

Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held in the Church Room at 7.45pm on 13 June 2016

Present: Cllr J Stobart (Chairman); Cllr Miss A Birch; Cllr M Neale; Cllr Mrs A Mace-Leska; Cllr K Sparkes; WCC Cllr L Caborn; WDC Cllr P Phillips

Parish Clerk: Mrs Jennifer Bendall

Public: Mr A Wilkins, Lone Star Land

Apologies: Apologies were received from Cllr R Mann who was working.

1. Chairman's notice regarding the recording and filming of the meeting

The notice regarding the recording and filming of meetings was displayed for those present to read.

2. Record of members' present

Noted.

3. Apologies and acceptance of reasons for absence

Noted.

4. Declaration of interest (existence and nature) on items on the agenda

None.

5. Public comments

Mr Andy Wilkins addressed the Meeting regarding land off Curlieu Lane and the potential for development. He stressed that the land owners were willing to sell and that they would welcome discussions with the community so that all parties would benefit. Mr Wilkins answered questions from the Councillors concerning the type of development and houses proposed, and possible community facilities that could be provided as a result.

6. To approve the Minutes of the Ordinary Meetings held on 10 May 2016 and the Extraordinary Meeting held on 1 June 2016

The Minutes of the Annual and Ordinary Meetings held on 10 May 2016 and the Extraordinary Meeting held on 1 June 2016 were taken as read, confirmed and signed.

7. To elect the Vice Chairman of the Council

Discussion took place regarding the election of a Vice Chairman, and the Clerk advised that there was no legal requirement to appoint a Vice Chairman. It was unanimously agreed that NLPC would not elect a Vice Chairman for the forthcoming year.

8. Chairman's report

None.

9. Matters arising

The Clerk advised that she had read the requirements of the Governance and Accountability Guide sent by WALC and that no action was required this year. The Clerk to ensure that NLPC is compliant when the changes take place next year.

10. To agree the Parish Council Action Plan for 2016/17, and to receive updates to existing action points

10.1 The Parish Plan Action List was reviewed and updated, and it was agreed that the problem with dog fouling, the Community Speedwatch Programme / traffic calming, and the website would remain as action points for the forthcoming year, along with monitoring the development of safer neighbourhoods. The Chairman to update the NLPC Action Plan and forward.

10.2 The Meeting received an update on the existing NLPC Action Plan:

- Dog fouling – Cllr Mrs Mace-Leska advised that there was little new to report and that the situation was being monitored.
- Website – The Clerk advised that she had enquired about applying for a grant from the Transparency Fund for website hosting and training, and that WALC were seeking clarification as the grant is not available for upgrading existing websites but made no mention of free sites (which NLPCs is). The Clerk also advised that she had looked into hosting companies and costings, and that decisions would have to be made regarding exactly what NLPC requires. The Clerk and Cllr Miss Birch to investigate options and report back. The Clerk had investigated the compatibility of Twitter and Facebook with Wordpress and advised that they were compatible if NLPC decides in the future to use those media.
- Speedwatch – The Clerk confirmed that the police vetting form for the latest volunteer had been sent off and that she is awaiting confirmation from the Police that this has been completed. Once that has been received, training dates will be arranged.

11. To review NLPC's Risk Assessment, Publication Scheme and Standing Orders

The updates made to the Risk Assessment, Publication Scheme and Standing Orders were discussed in detail and unanimously agreed.

12. To review NLPC's Asset Register

Cllr Neale advised that he had reviewed the Asset Register and described the difficulty in setting a current value for any item. The Clerk advised that the Internal Auditor had recommended that depreciation costs were not necessary for NLPCs purposes. Discussion took place regarding the need to keep the current value column on the Asset Register, and WDC Cllr Phillips suggested building up a reserve to cover replacements. It was agreed that the current value column was not necessary and would be removed, and the Clerk confirmed that she would review the insurance values. It was further agreed that there would be a motion on the Agenda for the July meeting to discuss and agree a Renewals Fund.

13. To note completion of the Internal Audit, and to approve the Accounting and Annual Governance Statements for the Annual Return for the year ended 31 March 2016

The Clerk/Responsible Financial Officer confirmed that the Accounts for 2015/2016 had been scrutinised by NLPC's Internal Auditor and given a clean report. The Clerk advised that the Internal Auditor had made some suggestions concerning the layout of the budget and accounts which would make them easier to understand, and she confirmed that she would implement these changes.

The Council considered the Annual Governance Statement and the Accounting Statements for 2015-16 in relation to the Statutory Declaration to the External Auditors and the Chairman and Clerk/Responsible Financial Officer signed the Annual Report on behalf of the Council.

14. To consider the traffic calming design brief prepared by WCC

Consideration was given to the design brief for traffic calming within the parish, which had been prepared by and will be funded by WCC. WCC Cllr Caborn agreed to provide exact pricing for each option, and it was agreed that the proposals would be discussed further at the July meeting.

15. To discuss issues within the Parish relating to highways (eg. the state of the roads, parking, overgrown hedges, etc)

The Clerk advised that she had contacted Enterprise Inns again concerning the overgrown hedge down New Road, and that she now had a specific contact to chase for a response. The Clerk to monitor.

Concerns were also raised regarding the overgrown hedges along Brittons Lane, particular near the Henley Road junction, and also at the crossroads at the bottom of New Road. It was agreed that Cllr Mann would approach the landowners concerning Brittons Lane, and Cllr Sparkes would speak to the owner of the hedge obscuring vision at the Crossroads.

Regarding the recent carriageway repairs along Church Road, the Clerk advised that the person to speak to at WCC to discuss removing the newly installed grass verge was currently away, but that she would talk to him on his return.

The Meeting noted that the Clerk had made enquiries with WALC about grants for employing a lengthsman or contractors to carry out various maintenance tasks within the parish, but that no grants were available. WALC had suggested that NLPC might wish to contact an adjoining parish to jointly employ a lengthsman which might be more cost effective. The Clerk advised that the Probationers Payback Scheme was another option that could be considered, and explained what that involved and the costs.

16. Correspondence and Communications Report (circulated to Councillors prior to meeting)

Discussion took place regarding correspondence received about a possible finger signpost directing people to the New Inn, and an email from WALC regarding responding to planning applications. Correspondence from WDC regarding a possible future visit by the WDC Chair, and notification of the sale of the New Inn as it is registered as an Asset of Community Value were also discussed. It was agreed that the WDC Chair would be invited to a future meeting, and that a notice would be issued in the Parish Magazine and on notice boards regarding the sale of the New Inn.

17. Finance Matters

- 17.1 Payments received since last meeting noted:
None
- 17.2 Payments made since last meeting noted:
Clerk's Salary - May
Came & Company – insurance premium
- 17.3 To note expenditure for approval:
None
- 17.4 To review the Clerk's salary following receipt of notification from NALC of the 2016-2018 national salary award for Clerks
Cllr Neale proposed that the national salary award for Clerks be adopted. All agreed.

18. Planning Matters

- 18.1 To note and comment on planning applications received:
None
- 18.2 To note decisions received:
Kingswood, New Road W/16/0520 - granted
- 18.3 To discuss matters of concern regarding building works within Norton Lindsey Parish
None
- 18.4 General discussion took place regarding the planning application at The Willows (W/16/0861) which was going to Planning Committee for decision.

19. Parish Report

WCC Cllr Caborn gave a brief report on the launch of the WCC MASH (Multi Agency Safeguarding Hub) which has been running since 3 May and is going very well. He also confirmed that WCC had voted to join the Combined Authority with observer status.

20. Date of Next Meeting

Tuesday 12 July 2016 – Ordinary Meeting

The Chairman closed the meeting at 22.24 pm.